

Job Description

Missouri State Highway Patrol

Class Title: Temporary-Clerk (PIED Museum)

Title Code: V09752

Effective Date: 06/11/2008

Date Reviewed: 10/28/2008

Date Revised: 10/28/2008

Immediate Supervisor: As assigned

Position Supervised: None

FLSA Classification: Non-exempt

Working Hours: Normal working hours are from 8:00 a.m. until 12:00 noon and from 1:00 p.m. until 5:00 p.m., Monday through Friday; however, working hours are subject to change at the discretion of the commanding authority.

POSITION SUMMARY

This is a temporary position where the employee is to provide guidance to the Public Information and Education Division employees concerning the duties of Clerk Typist. (Museum Coordinator of the Public Information and Education Division). This employee shall perform the duties and possess the knowledge, skills, and abilities set forth in the job description for this position maintained in the Human Resources Division. An employee in this position is closely supervised.

DESCRIPTION OF DUTIES PERFORMED

(Any one position may not include all of the duties listed nor do the listed examples include all tasks, which may be found in positions of this class.)

Serving as receptionist for the Safety Education Center (SEC) and as Museum Coordinator (see Division Special Order 08).

Scheduling SEC tours and composing appropriate correspondence for the tours.

Conducting tours and audiovisual presentations for the SEC.

Maintaining and updating displays in the SEC.

Maintaining inventory records on historical items on loan to the division and items assigned to the division located in the SEC.

Maintaining historical newspaper article files relating to the Patrol.

Processing Media Cards (see Division Special Order #14).

Proofing and typing correspondence, forms, reports, and other materials from rough draft.

Encodes data into the computer database via the personal computer; verifies, modifies or deletes information as required.

Files documents numerically, alphabetically, and/or by subject.

Alphabetizes, transports, files, and purges records/documents.

Answers incoming calls and makes connection to person or division requested; takes messages for

employees and visitors on a limited basis.

Operates standard office equipment (e.g., personal computer, telephone, fax machine, shredder, adding machine, computer printer, etc.).

Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Ability to learn assigned clerical tasks within a reasonable time, to adhere to prescribed routines, and to develop some skill in the operation of office appliances.

Ability to exercise diplomacy and patience when dealing with individuals.

Ability to deal with individuals from a variety of ethnic and educational backgrounds.

Ability to exercise judgment and discretion.

Ability to represent the department with a courteous, helpful, and business-like attitude in all telephone and personal contacts.

Ability to read English effectively.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to operate basic office machines to include the operation of a personal computer.

Ability to perform data entry.

Ability to sit in front of a PC and perform data entry for extended periods of time.

Ability to alphabetize, transport, file, and purge records/documents.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to establish and maintain harmonious working relationships with others.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

Ability to follow oral and written instruction.

Ability to proofread and edit computer entries.

Ability to establish and maintain records and files (both electronic and hardcopy).

MINIMUM EXPERIENCE, EDUCATION, AND TRAINING REQUIRED

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

None.

